HOW TO SUBMIT AN APPLICATION FOR AN FBI POSITION OR JOIN AN FBI TALENT NETWORK

FBI job postings are posted ***only*** on **www.fbijobs.gov**. To apply or search for an FBI Job Posting, click **Careers Page** on any of the site's pages. You must complete all sections of an application and submit all required documents by 11:59 p.m. Eastern Time on the closing date listed in the job posting. If applying online poses a hardship, you must contact the HR Specialist listed in the posting *before* the closing date.

What is an FBI Talent Network?

A Talent Network encompasses multiple FBI positions in a particular career field. FBI recruiters will search the Talent Networks for potential candidates for open positions. Candidates can join as many Talent Networks as desired at any time as well as apply for specific Job Postings. To learn more about our Talent Networks go to **www.FBIJobs.gov/explore-careers**.

STEP 1—REGISTER FOR AN ACCOUNT

- Go to **https://apply.FBIJobs.gov**. Click **Register Here** or **Register Now**.
- The **Register** page will appear.
- Enter a **User Name** for your account.
- Enter and confirm your **Password**. Choose a password that has at least 8 characters with at least 1 digit, 1 lowercase character, 1 uppercase character and 1 special character from this set: (!@#$%^&*-_=+\|]}[{;:/?.><,`).
- Enter an active **Email Address** where you can receive notifications from the FBI.
- Review the **Terms and Agreements**. If you accept them, click the "I Agree" box.
- Click **Register**.

Once registered, you can search and apply for a Job Posting or join a Talent Network. The **Careers** page also allows you to edit your Profile and reset your password.
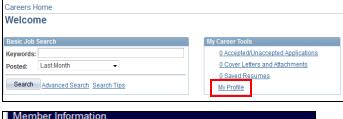
STEP 2—CREATE YOUR PROFILE

After logging into your account:

- Click the **My Profile** link in the **My Career Tools** box. You must have a completed Profile to apply for an FBI Job Posting. You can add/update information at any time.

- Enter or update the information:

  - ✓ Preferred Method of Contact
  - ✓ Name
  - ✓ Address
  - ✓ Email Address *(Click "+" to add another email address.)*
  - ✓ Phone *(Click "+"to add another phone number.)*

- Click **Save**.

STEP 3—FIND AVAILABLE JOB POSTINGS OR TALENT NETWORKS

After logging into your account, search for available Talent Networks and Job Postings on the **Careers** homepage.

Search Job Postings

Basic Search

- Enter term(s) in the **Keyword** box and/or select a timeframe for the posting in the **Posted** box.

- Click **Search**.

- Click **Save Selected Jobs** to save the search.

Optional Advanced Search

- Click **Advanced Search** and use one or more of these search criteria: Keywords, Select Locations, Full/Part Time, Regular/Temporary, Job Opening ID, and Date Posted

- Click **Search** to view the Talent Networks or Job Postings that meet your criteria.

- Click **Save Selected Jobs** to save the search.

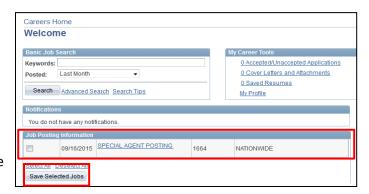## STEP 3—FIND AVAILABLE JOB POSTINGS OR TALENT NETWORKS (cont.)

Find a Talent Network

- Type "Network" in the **Keywords** box and select "Anytime" in the **Posted** box.

- Click **Search**.

- If the Talent Network you seek is not on the first page, click the "**Next**" arrow for the next page.

- Click **Save Selected Jobs** to save the search.

From the list that appears, click on the position title or network that interests you. Review the sections on Who May Apply, Job Summary, Key Requirements, Position Information, Major Duties, and Qualifications and Evaluations.

Follow the directions listed in the How to Apply and Required Documents sections.

Click **Apply Now** to begin submitting your interest to a position.

STEP 4—COMPLETE AN APPLICATION

- After you click **Apply Now**, the **Choose Resume** screen appears. Select an existing resume if one is on file from a previous application, or select **Copy and Paste Your Resume Text**.

- Click **Continue**.

- In the **Enter Resume Text** screen, enter a **Title** for your resume and paste the content of your resume text in the box.

- Click the **Spell Check** icon before saving your resume.

- Click **Continue** to add your resume.

STEP 4 — COMPLETE AN APPLICATION (cont.)

Pre-Application Questionnaire

This section requires you to answer questions about your suitability for an FBI position.

- Answer all of the suitability questions.

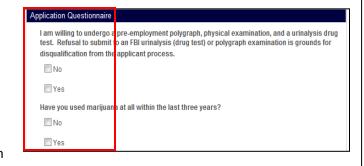- Review the additional Terms and Agreements. If you accept the Terms and Agreements, check the "I agree to these terms" box.
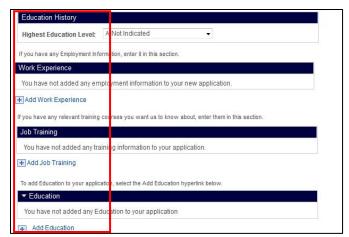
- Click **Continue**.

If you pass suitability, you will receive a confirmation message and be asked to answer the eligibility questions. For more information about the FBI's suitability requirements, review the **Are You Suitable?** page.

- Click **Next** to proceed.

You will now add information about your skills and qualifications. Answer all questions as applicable and/or rate yourself for the displayed skills. *If you do not possess the skill, leave the rating blank.*

- In **Education History**, select one item from the **Highest Education Level** menu.

- In **Work Experience**, **Job Training**, and **Education** sections, click "+"to add your information.

- Complete all information on each page.

- Click **Save & Return** to proceed to another page, or click **Save & Add More** to add more information.

- Answer qualification questions in the applicable sections, i.e., Intelligence Skills, Self-Reported Languages, Licenses and Certifications, Technology Skills).

- In each section, click **Item Definition** and **Rating Definition** for **every** skill listed. Read the definition for each one before making your selection. The Item Definition details the job skill; the Rating Definition defines the proficiency level.
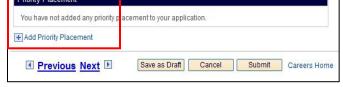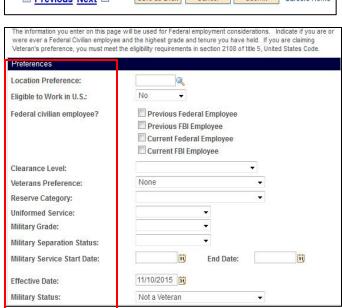
- When done, click **Next**.

STEP 4—COMPLETE AN APPLICATION (cont.)

- On the **Federal Priority Placement** page (displayed to the right below), add applicable information. Click **Next**.

Priority Placement

You have not added any priority placement to your application.

+ Add Priority Placement

◀ **Previous Next** ▶   Save as Draft   Cancel   Submit   Careers Home

The information you enter on this page will be used for Federal employment considerations. Indicate if you are or were ever a Federal Civilian employee and the highest grade and tenure you have held. If you are claiming Veteran's preference, you must meet the eligibility requirements in section 2108 of title 5, United States Code.

- On the **Federal Preferences** page, you can indicate a location preference, your status as a current/previous federal civilian employee, or Veterans Preference.

- After completing all sections, click **Submit**.

- Click **Yes** on the confirmation message.

- If desired, answer the optional **Self Identification Details** questions. Else, check the "I decline…" box.

- Review **Terms and Agreements**. If you agree, check the "I agree to these terms" box.

Preferences

Location Preference:	🔍
Eligible to Work in U.S.:	No ▼
Federal civilian employee?	☐ Previous Federal Employee
	☐ Previous FBI Employee
	☐ Current Federal Employee
	☐ Current FBI Employee
Clearance Level:	▼
Veterans Preference:	None ▼
Reserve Category:	▼
Uniformed Service:	▼
Military Grade:	▼
Military Separation Status:	▼
Military Service Start Date:	📅 End Date: 📅
Effective Date:	11/10/2015 📅
Military Status:	Not a Veteran ▼

STEP 5—UPLOAD REQUIRED DOCUMENTS

Once you have submitted your application, return to **Careers** to upload the required and/or supporting documentation for the Talent Network or a Job Posting (i.e., DD-214, Transcripts, and Cover Letters).

Click **My Career Tools**, and navigate to the **Cover Letters and Attachments** section. Click **Add Attachment** to upload the required and/or supporting documentation.

The **Applications In Progress** section lists your current and corresponding status. To withdraw an application, click the **Delete** icon.

My Career Tools

John Smith
121234
Vienna, VA
Edit Profile

My Applications

Display applications from: Within Last Week ▼   Refresh

⏮ First ◀ Previous | Next ▶ Last ⏭

Applications In Progress

Application	Status	Application Date	Withdrawn
Intelligence Analyst TN	Not Applied	09/26/2015 12:01PM	🗑
Special Agent TN	Applied	09/26/2015 12:28PM	🗑

Resumes

Resume Title	Attached File	Created
John Smith's Resume		09/25/2015 4:09PM
John Smith resume		09/26/2015 12:03PM

Cover Letters and Attachments

You have not added any attachments

+ Add Attachment

Job Offers

You do not have any job offers at this time.